

State of California
DUTY STATEMENT

Department of State Hospitals

MSH3002 (Rev. 9/26/16)

Box reserved for Personnel Section

RPA Control No.#		C&P Analyst Approval		Date
Employee Name		Division DSH-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-561-5393-001		Unit Hospital Police Department		
Class Title Assoc Gov Prog Analyst (AGPA)		Location Office of Special Investigator		
SUBJECT TO CONFLICT OF INTEREST CODE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R01	WORK WEEK GROUP 2	PAY DIFFERENTIAL	WORKING HOURS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Supervising Special Investigator I, the Associate Governmental Program Analyst (AGPA) performs the most responsible, varied and complex technical analytical staff services assignments such as policy analysis, systems development, management and personnel analysis; analyze and interpret quantitate and qualitative data and produce reports summarizing findings using the most complex Microsoft programs, weekly and monthly; acts as liaison between the Hospital Police Department (HPD), Office of Protective Services (OPS), Office of Law Enforcement Support (OLES) and the hospital to monitor and ensure compliance with all applicable Federal, State, and local regulations/laws. Incumbents are typically subject matter generalists who have demonstrated possession of intellectual abilities, management tools, and personal qualifications to succeed in a variety of general staff services settings.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
45%	<p><u>ESSENTIAL FUNCTIONS</u></p> <p>Review, research, analyze, interpret, and develop policies and procedures as related to State and Federal laws and regulations that apply specifically to hospital and police operations.</p> <p>Acts as liaison and coordinator for OPS, OLES and all departments within Metropolitan.</p> <p>Collect and analyze statistical department information and provides monthly, quarterly and/or annual reports.</p> <p>Develop, coordinate, and maintain database for analytical principles of reports and investigations.</p> <p>Conduct and/or review of analytical studies and surveys.</p> <p>Provide periodic and timely submission of all reports to management and Department of Mental</p>

<p>35 %</p>	<p>Health Headquarters and other agencies. Identify trends and deficiencies involving the area of work to which assigned.</p> <p>Develop, maintain and monitor complaints database to ensure compliance with mandated timelines for responses.</p> <p>Conduct or coordinate a project to provide a recommendation for management review on a program policy by researching options.</p> <p>Participate on special projects in collaborations with cross-functional teams to accomplish assignments and achieve department objectives. Consult with subject matter experts for improvement, efficiencies, and effectiveness.</p> <p><u>MARGINAL FUNCTIONS</u></p> <p>15% Policy analysis and formulation of new policies and procedures. Provide back-up coverage for front office. Travel for work related liaison responsibilities.</p> <p>5% All other duties and special projects as assigned consistent with this classification.</p>
<p>Other Information</p>	<p>SUPERVISION RECEIVED</p> <p>Under the direct supervision of the Supervising Special Investigator I, however, may receive occasional instructions from Hospital Police Managers and Supervisors.</p> <p>SUPERVISION EXERCISED</p> <p>N/A</p> <p><u>KNOWLEDGE AND ABILITIES</u></p> <p>KNOWLEDGE OF: Principles, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; and government functions and organization; methods and techniques of effective conference leadership.</p> <p>ABILITY TO: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the regular course of work. Independently interpret and use reference material; give and follow direction; design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.</p> <p><u>REQUIRED COMPETENCIES</u></p>

Must possess the visual, verbal, physical, and cognitive ability to carry out the essential duties of the classification and assignment.

Model a positive attitude, professional image, and foster a productive environment.

Make effective decisions and display initiative in a wide range of contexts, ask for and accept constructive criticism, and seek and use feedback on personal performance and effectiveness.

Reason logically and utilize a variety of analytical techniques to resolve complex problems; develop and evaluate alternatives; analyze data and present ideas and administrators/management and other interested parties on a wide variety of subject matter area; gain and maintain the confidence and cooperation of various agencies, resources, and personnel to effectively carry out the missions of the department. Independently interpret and use reference material; give and follow directions, design and prepare tables, spreadsheets, and charts; operate a computer keyboard/terminal; organize and prioritize work; create/draft correspondence; act as a team or conference leader and appear before management and other committees.

PHYSICAL

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

CPR

Maintains current certification.

SITE SPECIFIC COMPETENCIES

- Interpret and provide information on current DSH/OPS/OLES policies relative to procedures, reports, and investigations.
- Interpret and provide information to managers and supervisors on compliance of reports and investigations.
- Apply principles and practices of all California laws relative to penal code violations

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Office Suite to include

- Word Level 1 and 2
- Excel Level 1 and 2
- Powerpoint
- Publisher
- Outlook

LICENSE OR CERTIFICATION –

Valid California Driver's License

California Law Enforcement Telecommunications System (CLETS)

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required DSH and OPS Annual Update training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date
